

MINUTES

SEPTEMBER 11, 2008

PRESENT: Suzanne Syvertson and Lorna Lambert, Advanced Care Hospital of MT; Big Sky EDA: Diane Lehm; City of Billings: Terry Larson, Billings Fire; Billings PD: John Bedford; Public Works: Gary Workman; Billings Public Schools: Kathy Aders; Billings Clinic: Joe Marcotte; Levi White, Brenntag Pacific; Duke Nieskens, County Water District-Heights; Ron Rosh, DPC, Charles Bonnett, ExxonMobil; Rick Musson, Laurel Police Dept; Woody Woods, Lockwood Water & Sewer; Cliff Haaland, Lutheran Disaster Response; MT DES District 5 Rep.: Charlie Hanson; Thomas Frieders, National Weather Service; Patrick O'Neil, St. Vincent Healthcare; Pam Sanderson, United Way Volunteer Center; Debbie Hedrick, Judy Watkins RiverStone Health; Yellowstone Amateur Radio Emergency Services: Ron Glass; Yellowstone Boys and Girls Ranch: Paul Stanton; Yellowstone County DES: Jim Kraft; 83 rd Civil Support Team (Helena): Mark McGinley		
INTRODUCTIONS		
AGENDA ITEMS	DISCUSSION	ACTION STEPS / FUTURE EVENTS
MINUTES	Minutes from the previous meeting approved as distributed, with the correction of the date for the Pandemic flu table top exercise from October 8 th to October 30 th .	
FINANCIAL REPORT	QUARTERLY FINANCIAL REPORT [Jim Kraft] Reports are presented quarterly in the months of March, June, September and December. Jim reported that the LEPC balance is \$16,796. In addition, RiverStone Health has committed \$20,000 plus for EOC upgrades. Jim to send report to Kathy	Next report due December 2008
COMMITTEE REPORTS	EXERCISE DESIGN COMMITTEE: [Jeff Ashworth, Chair] Work on upcoming exercises continues. Proposed and confirmed dates are: PANDEMIC FLU EXERCISE October 30: Table Top – RiverStone Health, Pandemic Flu. Judy Watkins reported status of October 30 Pandemic Influenza Tabletop Exercise. She needs agencies who wish to participate to contact her regarding the desired number of attendees. The impact upon the community in the event of a pandemic flu event is huge. Population that would be affected just within the State of Montana is estimated to be: 230,000 during a moderate outbreak; 324,000 in a severe outbreak. This exercise begins at the point of full hospital capacity to test medical surge capacity. If you have not received an invitation and want to attend, please contact at judy@riverstonehealth.org or Jeff Ashworth at jashworth@dxpe.com 247-2009. Judy reported that she sought and has gained approval to extend the October LEPC meeting to 1.5 hours to allow for the playing of a video illustrating the 1918 Influenza Pandemic event. The showing is in preparation for the October tabletop exercise. However, all are encouraged to attend to gain insight into issues faced during a pandemic. A motion was sought to extend the October meeting by 30 minutes and to adjust the meeting agenda to have all business conclude within the first 30 minutes. Motion made by Gary Workman and second by Jim Kraft. Motion was approved. CIVIL SUPPORT TEAM INTERSTATE JOINT EXERCISE Mark McGinley reported on the proposed 2-5 day joint state-level exercise to be hosted in Billings sometime in December 8-12, 2008. Potential venues include MetraPark and a Laurel location. There will be approximately 70 CST personnel from two or three states. The exercise will test	Next Meeting – Exercise Design Committee: September 26 @ 10am Billings Clinic, Room 1

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	<p>communications. There is a desire to include as many Billings participants as desired. There is a planning meeting scheduled for October 7-8. Mark plans to attend the October 9th LEPC meeting to report progress on the exercise. A recommendation was made that he connect with Jeff Ashworth and the Exercise Design Committee.</p> <p><u>OTHER PROPOSED EXERCISES PENDING</u></p> <p>TSA: Table Top – no dates selected.</p> <p>School District #2: no dates selected</p>	
COMMITTEE REPORTS	<p><u>GRANTS COMMITTEE</u> [Dianne Lehm, Chair]</p> <p>No new grants to report at this time. Diane would like all who have equipment, training, or other needs to send a list of those needs to her. She maintains a “wish list” for which she searches/watches for potential grants to support such needs.</p>	
	<p><u>CAER/CITIZENS CORPS</u> [Pam Sanderson, Chair]</p> <ul style="list-style-type: none"> • Focus on National Preparedness Month (September). Activities currently being planned: • Article in Yellowstone Valley Woman will still happen but has been changed to a different content. • Tanya, RiverStone Health, has written an article for the newspaper to appear September 16, Are You Ready Day. • A “Preparedness Fair” was held by the [REDACTED] LDS on [REDACTED]. The fair was very successful and reached a significant number of church members. • Day of Caring is September 11th. <ul style="list-style-type: none"> ✓ Working on booklets to be distributed to citizens with user friendly information regarding preparedness with key contacts, etc. • The Volunteer Roundup and Recognition is planned for September 11th and will include a number of disaster response organizations: Red Cross, Medical Reserve Corp, Amateur Radio, Volunteer Center, Humane Society, and Salvation Army. Patrick, St. Vincent Healthcare has arranged for space at the Mansfield Center. If you know of any groups that have not been included let Sheri at The Volunteer Center know. <ul style="list-style-type: none"> ✓ Aramark has agreed to pay for ½ of the food costs. Saint Vincent Healthcare has donated the room. Pins celebrating teamwork have been ordered using Citizen Corps fund. Pam made a request for the LEPC to support additional costs of the luncheon to a maximum of \$300. A motion was made by John Bedford and seconded by Jim Kraft to approve up to \$300 to cover additional expenses for the Volunteer Luncheon on September 11th. Motion was passed. ✓ Pam is planning the distribution of a letter of recognition to volunteer fire departments. • Planning a CERT Update and overview of Point of Dispensing operations in October • As part of the Day of Caring project this morning, cards were distributed regarding the importance of volunteering. The cards allowed for follow-up contact to be made to seek out future volunteers in emergency response. Pam reported that she received back at least 120 cards. 	September: National Preparedness Month
	<p><u>UNIFIED HEALTH COMMAND</u> [Debbie Hedrick]</p> <p>At the July 10th LEPC meeting it was reported that Yellowstone County would be receiving approximately \$10,200 to be used for immunizations for 1st responders. At the UHC meeting it was decided that the vaccine would be the TDAP (tetanus, diphtheria, and pertussis) for 1st Responders. The UHC has determined that the vaccine will be provided to rural fire departments.</p>	

	<p>Work continues on the UHC staffing & resources outlining who responds to the EOC during an emergency.</p> <p>In addition, work is being done on prioritization of Hazard Vulnerability Analyses and the subsequent refinement of plans to address mitigation and response to vulnerabilities.</p> <p>Further work is being done on MRSA education.</p>	
	<p><u>MEDICAL RESERVE CORPS</u> [Gerri Apuna]</p> <p>Nothing new to report.</p>	
COMMITTEE REPORTS	<p><u>CONFERENCE COMMITTEE</u> [Paul Hutter, Chair]</p> <p>Mike Smith on behalf of Paul Hutter. Mike distributed a handout illustrating an outline of the planned conference sessions. The "Medical Emergency Preparedness" track has been re-organized and re-focused to include all disciplines. There will be several "all-industry" relevant topics including: Hazard Vulnerability Analyses development and small business emergency plan development</p> <ul style="list-style-type: none"> • <u>KEYNOTES</u> <ul style="list-style-type: none"> ○ Dr. Robert Chandler - Pepperdine University - Topic - crisis Management or Emergency Preparedness Communication - will also be conducting some breakout sessions ○ Frank McAllister - Stillwater Mine- keynote on the mines new safety initiatives and how they have affected safety ○ Tentative - Eric Burton - Marine Corp F-18 Pilot and Top Gun instructor • <u>TRACKS</u> <ul style="list-style-type: none"> ○ General Industry ○ Construction and Mining ○ Human Resources ○ Transportation ○ Medical Emergency Preparedness • Most presenters have been confirmed. • A letter to potential vendors will go out next week. • It was stated that • Need input from LEPC members: <ul style="list-style-type: none"> • Suggestions from LEPC members included: Conference Agenda needs to be relevant to member agencies, more focus on Emergency Planning; Hazmat/Emergency Management or special event emergency plans topics. Mike will take these suggestions back to Paul. • It was reported that there are a couple of date conflicts. The MATE show and a major Health and Wellness exhibition are scheduled the same time as the LEPC/MSSC conference. This might present conflicts for vendors and sponsors. A suggestion was made to "tap" into local calendars (Chamber of Commerce, City of Billings, MetraPark, Billings Public Schools, MSU-Billings, others) to plan next year. • A theme is in draft and should be final by next week. • A letter will be sent to potential sponsors sometime in the last week of September. 	

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	<p><u>COMMUNICATIONS COMMITTEE</u> [PATRICK O'NEIL, Chair]</p> <p>The first meeting of the Committee was on September 2nd, 10-11 a.m., Mansfield Center. It has been identified that there are several groups working on communications issues. Therefore, the current focus will be on protocols rather than technology.</p> <p>A decision was made to hold the committee meetings on the first Tuesday of every month from 10:00-11:00 in the SVH Mansfield Education Center.</p> <p>Contact Patrick for more information: Patrick.oneil@svh-mt.org or 237-3665</p>	<p>Next Meeting: Communication Committee</p> <p>October 7, 2008 10-11 a.m. Mansfield Center</p>
	<p><u>BIG SKY CONSORTIUM</u> [Jim Kraft]</p> <p>Nothing new to report</p>	
	<p><u>TRAINING SUBCOMMITTEE</u> [Charles Bonnett]</p> <p><u>JIC [JOINT INFORMATION CENTER TRAINING]</u> A reminder that a free JIC training is being offered September 22, 2008 from 8:00 a.m. – 5:00 p.m., Wingate Billings Hotel (Zoo Drive exit). This training is beneficial for public information officers or staff who would fill a similar role for their organizations during an emergency or disaster, including a public health emergency. The training will include a half-day training and a half-day JIC tabletop exercise based on a pandemic influenza scenario. Space is limited/pre-registration is required. To register please contact Tanya Bedford at 406-651-6419 or Tanya.bed@riverstonehealth.org</p> <p><u>HOMELAND SECURITY EXERCISE EVALUATION TRAINING PROGRAM</u> An HSEEP training class is scheduled for September 18 at MSU-Billings Downtown. Advance registration is required. Contact Fred Naeher (State Training Officer) for assistance.</p> <p><u>INCIDENT COMMAND SYSTEM INSTRUCTOR TRAINING</u> Joe Marcotte is investigating the potential to host a Center for Domestic Preparedness Train-the-Trainer ICS instructor certification course. Discussion was held regarding the need for additional ICS instructors. There are certified instructors present in the jurisdiction. The instructors do have a fairly active training schedule. However, classes are generally open to all and seats are usually available.</p> <p>Discussion concluded that, while instructors are available, additional instructors, particularly discipline-specific instructors, would be beneficial. Joe will continue to pursue the project and report back at the next meeting. The preliminary timing of the training would be somewhere between the last week of October to the second week of November. Suggestion was made that the second week of November would be optimal to maximize attendance due to hunting season and election day. Joe is also to learn more about the course content and the instructor qualifications. Joe's contacts are Fred Naeher (State DES Training Officer) and Craig Palmer (CDP).</p> <p><u>ICS 400 CLASS</u> Charlie Hanson reported that he will be providing an ICS 400 class to the Billings Police Department on November 4-5 at the Police Department training center.</p>	

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<p>NEW BUSINESS</p>	<p><u>CHEMPACK PROCESS OVERVIEW</u> (Gerri Apuna) Delay this item until the October meeting.</p> <p><u>FAMILY ASSISTANCE PROCESS</u> No action taken. A champion needs to be identified. Retain on October agenda.</p> <p><u>DONATION COORDINATION DURING A NATURAL AND/OR MANMADE DISASTER</u> Pam Sanderson commented and it was agreed that this activity is typically managed via VOADs under the Stafford Act. Pam will work with Jim Kraft to refine the process and to ensure that it is well defined in the county EOP.</p> <p><u>PETS IN TIMES OF DISASTER</u> Joe reported that he recently received a notice regarding jurisdictional requirements to plan for dealing with pets during a disaster. Joe has passed the information on to Jim. Jim will explore and report back in October. It is probably appropriate that stronger connections be made with the local Humane Society representation, including requests for attendance to meetings and/or participation in exercises. A possible resource is Susan Hanson.</p>	
<p>OLD BUSINESS</p>	<p><u>NEWS RELEASE PROTOCOL FOR LEPC EXERCISES</u> No one was present who knew the details behind this item. Joe will investigate and report back in October. Item to remain on the agenda.</p> <p><u>BANNERS –ANNOUNCING LEPC TRAINING IN PROGRESS</u> Gary and Pam to work on this project under the auspices of the CAER Committee. they will report back in October.</p> <p><u>SIREN SYSTEM RADIO REPLACEMENT UPDATE</u> [Jim Kraft] At the July 10th LEPC meeting Jim Kraft reported that the radio technicians for the County reported that the radio units at each of the 24 Yellowstone County Siren System sites needed to be replaced. The total project cost was estimated to be \$14,000. The original siren system was installed in 1990 with funds donated by area refineries.</p> <p>A MOTION was made and approved at the July 10th LEPC meeting to LEPC reserves to fund 25% (\$3,500) of the proposed \$14,000 cost to replace the radio units at all of the 24 siren sites. In addition to the motion that was approved, Jim was asked to send a letter to each of the area refineries asking if they would fund the remaining 75%. Each refinery subsequently donated \$3,500.</p> <p>Jim reported that a recent event identified additional failures in the system that will require immediate replacement of component parts. A temporary fix is now in place. Ask Jim about how to complete this part.</p> <p>A timeline for replacement of the radio units at each siren site is unknown at this time.</p>	
<p>OTHER BUSINESS</p>	<p><u>TRAINING OPPORTUNITIES</u> Per my report at the September 11 LEPC meeting, it has been confirmed that the Center for Domestic Preparedness can provide a local Incident Command Instructor course yet this fall. The proposed</p>	<p>Please respond to my email address (jmarcotte@billingsclini.org)</p>

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	<p>time periods are: Week of November 10 OR Week of December 1. It is also possible to bring the team here in January.</p> <p>As quoted from the latest email with Craig Palmer of CDP, <i>"It is a four day class which will provide the instructor certification for 100-200-300-400. The CDP will provide all books, materials, instructors, rosters, certificates and a permanent training record at no cost. We would ask for you to provide the training room, AV support (computer and projector for PowerPoint and 3 or 4 easel pads with markers) and pre-register the students. There is not a formal process for pre-registration, only the gathering of names. The class size is 12-20 students. All days run approximately 8 hours of contact time plus time for lunch. We leave the class start time up to you, 7:00, 8:00, 8:30, afternoon, just let me know what time."</i></p> <p>In addition, the delivery we would request a direct-support mentoring program followed by indirect support. What this amounts to is, for the first year, each attending participant who conducts a class any time during the following year can request that the CDP send a mentor instructor to support the local instructor. The CDP mentor would come to the local class with all materials and support the local instructor through any and all classes taught during the first year. Following the first year, the CDP will continue in-direct mentoring/support through the provision of materials, maintenance of class data, questions, etc.</p> <p>In visiting with Craig, he feels that (much as we discussed at the LEPC meeting) having more instructors is a great idea. Having instructors from several response disciplines is even better.</p> <p>There is no cost to the LEPC or participants for anything but food (if food is desired).</p> <p>What I need from you? Please respond to my email address (jmarcotte@billingsclinic.org) ASAP but no later than October 2nd indicating the interest of your agency in sending a participant to this course. The number of participants is limited to 20. We will gather the list based on a first-come, first-served basis. If we find that there is need (and numbers) to support a second class, Craig is very willing to accommodate another class. However, it may be a couple to a few months before they can get back to Montana. Based on the discussion at the LEPC meeting, it is my guess that at least one class will very full.</p>	<p>ASAP but no later than October 2nd indicating the interest of your agency in sending a participant to this course.</p>
OTHER BUSINESS	<p><u>WEATHER SERVICE ANNOUNCEMENTS</u></p> <p><u>Weather Radios in Schools</u> Tom reported that Department of Homeland Security, Department of Education and NOAA have combined on a project to supply all public schools with a weather radio. This project is under way. If there is a school that does not have a radio (public or otherwise) they can contact Tom.</p> <p><u>Yellowstone County Storm Ready Approval Status</u> Tom reported that the application was completed and accepted to renew Yellowstone County as a Storm Ready jurisdiction. There are 1,400 nationally and 50 in Montana.</p>	

The next Meeting will be October 9, 2008 @ 1:30 p.m., Fire Station #1.

NOTE: The October meeting will be extended by 30 minutes to allow for presentation of a video on Pandemic Influenza. The normal business meeting will be ended at 2:00 and the video will be shown from 2:00-3:00.

Joe Marcotte
LEPC Chair